

PLATTING APPLICATION



City of Taylor
Development Services Department



City of Taylor Development Services 400 Porter Street Taylor, TX 76574
PH: 512.352.3675 www.taylortx.gov

PLAT/SUBDIVISION

APPLICATION PACKET

APPLICANT

NAME: _____
MAILING _____
ADDRESS _____
TELEPHONE _____
NUMBER _____
EMAIL _____
ADDRESS _____

PROPERTY OWNER

CHECK ONE:

___ I, THE OWNER, WILL REPRESENT THIS APPLICATION WITH THE CITY OF TAYLOR.

___ I, THE OWNER, AUTHORIZE THE PERSON NAMED BELOW TO ACT AS AN AGENT ON MY BEHALF IN PROCESSING THIS APPLICATION. (SEE OWNER'S AUTHORIZATION FORM)

AGENT SIGNATURE: _____

DATE: _____

OWNER SINGATURE: _____

DATE: _____

Before me, the undersigned authority, on this day personally appeared _____ (owner or agent name) known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he or she executed the same for the purposes and consideration expressed and in the capacity herein stated.

Given under my hand and seal of office on this ____ day of _____.

Notary Public in and for the State of Texas.

My Commission expires: _____





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PROPERTY DETAILS

NAME OF SUBDIVISION: _____

ADDRESS OR LOCATION: _____

PROPOSED NUMBER OF LOTS: _____ ACREAGE: _____

TAX ID NUMBER: _____

PROPOSED USE OF LAND:

DEVELOPER

Name of Firm (if applicable): _____

Owner Name(s): _____

Address: _____

Phone: _____

DEVELOPER'S AGENT/ENGINEER (circle one)

Name of Firm (if applicable): _____

Owner Name(s): _____

Address: _____

Phone: _____

TYPE OF APPLICATION

SUBDIVISION PLATS

- | | |
|---|------------------|
| <input type="checkbox"/> Preliminary Subdivision Plat | \$550 + \$25/lot |
| <input type="checkbox"/> Final Subdivision Plat | \$300 + \$30/lot |
| <input type="checkbox"/> Minor Subdivision Plat | \$350 + \$25/lot |
| <input type="checkbox"/> Replat | \$330 + \$25/lot |
| <input type="checkbox"/> Amending Subdivision Plat | \$350 + \$25/lot |
| <input type="checkbox"/> Technology Fee | \$20 |



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SUBMITTAL REQUIREMENTS

Please note that the application will not be considered complete or accepted unless all application requirements are met:

- ☐ Completed Application
- ☐ Engineer's Summary Letter describing how the subdivision will be served by water and wastewater, how utilities related to adjacent tracts, and other pertinent information.
- ☐ Utility and Drainage Schematics
- ☐ Proof of Ownership
- ☐ Lien-holder information and consent
- ☐ Agent Authorization
- ☐ Utility Service Agreements – official letterhead statements from the various utility entities to indicate the service capabilities to the property in question

PLAT CONTENT

1. The following items must be shown on the plat:
2. Unique subdivision name on the first sheet and each additional sheet.
3. Minimum scale 1"=100' shown both numerically and in a scale bar.
4. North arrow on the schematic
5. A vicinity map designating the relation of the Subdivision to major streets and city limit.
6. The following information in one area on the schematic:
 - a. The name and address of current owner/Subdivider, separate from the Owner's Dedication Statement
 - b. The name and address of the engineer and surveyor responsible for preparing the plat
 - c. Acreage
 - d. Surveyor
 - e. Engineer
 - f. Number of blocks
 - g. Linear feet of new streets (if applicable)
 - h. Number of lots and acreage for each proposed land use
7. Boundary survey with bearings and distances; boundary shown in solid bold lines and point of beginning labeled.
8. The dimensions and bearings of all lot and boundary lines with a tie to a corner of the original tract and a tie to the closest platted lot.
9. A curve table identifying the delta, length of curve, radius, point of curvature, point of reverse curvature, point of tangency, chord length and bearing for each proposed line.



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10. The proposed location of neighborhood mail box units with expanded right of way turn outs.
11. Designation of any lot that is for a private or public purpose, including but not limited to proposed park land, utilities, drainage, private amenity areas, landscape easements, and similar uses
12. Preliminary Plats: Topographic features with two foot (2') interval contour lines
13. Show two points of vehicular access if the plat contains more than 30 residential lots
14. Label all ROW widths; include complete curve and line data if applicable.
15. Lot dimensions and lot table with area of each proposed lot
16. Numbers of all proposed lots and letters on proposed blocks in alpha-numeric (ex. Lot 1, Block A)
17. Note stating: A 10-ft Public Utility Easement (P.U.E.) shall be dedicated along all street frontage.
18. Note stating: All building setbacks shall be in accordance with the City of Taylor Zoning Ordinance, as amended.
19. Easements:
 - a. Existing easements shall be depicted on the schematic to the extent practical with the recording information (Cabinet/Slide, Volume/Page, or Document Number) and beneficiary labeled.
 - b. Copies of existing easement documents shall be provided.
 - c. Proposed easements shall be depicted on Final Plats as "Hereby Dedicated"
 - d. Proposed easements on Preliminary Plats shall be depicted and labeled "Proposed"
20. Surveyor Statement and signature block with seal.
21. Engineer statement and signature block with seal.
22. Complete ownership conveyance statement.



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Owner's Signature Block (Notarized)

STATE OF TEXAS {

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF WILLIAMSON {

I, <name of current owner>, sole owner (or co-owner) of the certain (acreage) tract of land shown hereon and described in a deed recorded in Document No. _____ (or Volume and Page) of the Official Records of Williamson County, Texas, [and do hereby state that there are no lien holders of the certain tract of land], and do hereby <subdivide, resubdivide, amend, etc.> said tract as shown hereon, and do hereby consent to all plat note requirements shown hereon, and do hereby dedicate to <the City of Taylor or Williamson County if in ETJ> to the streets, alleys, rights-of-way, easements and public places shown hereon for such public purposes as the City of Taylor may deem appropriate. This subdivision is to be known as <subdivision name>.

TO CERTIFY WHICH, WITNESS by my hand this ____ day of _____, 20__.

(Owner's Signature)

<Owner's typed name and address>

STATE OF TEXAS {

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF WILLIAMSON {

Before me, the undersigned, a notary public in and for said county and state, on this day personally appeared <owner's name>, known to me to be the person whose name is subscribed to the foregoing instrument.

GIVEN UNDER MY HAND AND SEAL of office this day of _____, 20__ .

Notary Public in and for the State of Texas

My Commission expires on: _____



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Engineer's Certification (Sealed)

I, <engineer's name>, Registered Professional Engineer in the State of Texas, do hereby certify that this <subdivision, parcel> is not encroached by a Zone A flood area, as denoted herein, and as defined by Federal Emergency Management Administration Flood Hazard Boundary Map, Community Panel Number _____, effective date September 26, 2008, and that each lot conforms to the City of Taylor regulations. The fully developed, concentrated stormwater runoff resulting from the one hundred (100) year frequency storm is contained within the drainage easements shown and/or public rights-of-way dedicated by this plat.
TO CERTIFY WHICH, WITNESS my hand and seal at , , Texas, this__ day of _____, 20__.

<Engineer's Name>

Registered Professional Engineer

(sealed)

No. _____ State of Texas

Surveyor's Certification (Sealed)

STATE OF TEXAS

{

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF WILLIAMSON

{

I, <surveyor's name> , Registered Professional Land Surveyor in the State of Texas, do hereby certify that this plat is true and correctly made from an actual survey made on the ground of the property legally described hereon, and that there are no apparent discrepancies, conflicts, overlapping of improvements, visible utility lines or roads in place, except as shown on the accompanying plat, and that the corner monuments shown thereon were properly placed under my supervision in accordance with the subdivision regulations of the City of Taylor, Texas.

TO CERTIFY WHICH, WITNESS my hand and seal at <City>, <County>, Texas, this__ day of _____, 20__.

Registered Professional Surveyor

(sealed)

No. _____ State of Texas



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County Clerk's Certification

STATE OF TEXAS

{

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF WILLIAMSON

{

I, <name of current clerk> , Clerk of the County Court of said County, do hereby certify that the foregoing instrument in writing, with its certificate of authentication was filed for record in my office on the ___ day of _____, 20__, A.D., at ___ o'clock, __.M., and duly recorded this the ___ day of _____, 20__, A.D., at ___ o'clock, __.M., in the Official Public Records of said County in Document No. _____.

TO CERTIFY WHICH, WITNESS my hand and seal at the County Court of said County, at my office in Georgetown, Texas, the date last shown above written.

<name of current clerk>, Clerk County Court
of Williamson County, Texas

By: _____, Deputy

Development Services Director

I, Ashley Lumpkin, Development Services Director for the City of Taylor, Texas, do hereby certify this plat is approved for filing of record with the County Clerk of Williamson County, Texas.

Ashley Lumpkin, Director

Date



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Planning and Zoning Commission - Preliminary Plats

A Preliminary Plat for a subdivision to be known as <subdivision name> has been approved according to the minutes of the meeting of the Taylor Planning and Zoning Commission on the ____ day of _____, 20__, A.D.

<name of current P&Z Chair, Chairman

Date

<name of current P&Z Secretary, Secretary

Date

Planning and Zoning Commission – Final Plats

This subdivision to be known as <subdivision name> has been accepted and approved for filing of record with the County Clerk of Williamson County, Texas, according to the minutes of the meeting of the Taylor Planning and Zoning Commission on the ____ day of _____, 20__, A.D.

<Name of current P&Z Chair>, Chairman

Date

P&Z Secretary>, Secretary

Date

<Name of current



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Planning and Zoning Commission 2016 Submittal Calendar

Submit by Noon	Comments Sent	Resubmittal	P&Z Packet	P&Z Meeting
11/9/15	11/17/15	11/24/15	12/4/15	12/8/15
12/7/15	12/15/15	12/29/15	1/7/16	1/12/16
1/11/16	1/19/16	1/26/16	2/4/16	2/9/16
2/15/16	2/23/16	3/1/16	3/3/16	3/8/16
3/14/16	3/22/16	3/29/16	4/7/16	4/12/16
4/11/16	4/19/16	4/26/16	5/5/16	5/10/16
5/16/16	5/24/16	5/31/16	6/9/16	6/14/16
6/13/16	6/21/16	6/28/16	7/7/16	7/12/16
7/11/16	7/19/16	7/26/16	8/4/16	8/9/16
8/15/16	8/23/16	8/30/16	9/8/16	9/13/16
9/12/16	9/20/16	9/27/16	10/6/16	10/11/16
10/10/16	10/18/16	10/25/16	11/3/16	11/8/16
11/14/16	11/21/16	11/30/16	12/8/16	12/13/16
12/5/16	12/13/16	12/20/16	1/5/17	1/10/17